

## **RECEPTIONIST/UPPER SCHOOL DIRECTOR ADMINISTRATIVE ASSISTANT**

### **THE OPPORTUNITY**

The Lyceum Kennedy French American School provides a bilingual, well-rounded education for its students from preschool through 12th grade. We pride ourselves on the strength of our faculty, the diversity of our student body, and our cultural richness. Through our individualized approach to instruction thanks to our small student-teacher ratio, students are encouraged to leverage their personal strengths and passions as they develop their language and academic knowledge.

We are looking for a Receptionist/Administrative Assistant to the Upper School Director to join our diverse team. The Receptionist/Administrative Assistant provides a welcoming, competent presence at the front desk of the upper school campus, interfacing with students, parents and guardians, teachers and staff, and visitors. Multitasking and working independently, a keen attention to detail, basic office skills, and an enjoyment working with middle school and high school students are important.

This position is a full-time staff position with work hours Monday – Friday, starting at 7:45 AM on campus.

### **RESPONSIBILITIES**

#### **FRONT DESK SUPPORT**

- ✧ Serve as the receptionist and initial point of contact for all visitors of the Upper School campus
- ✧ Monitor incoming and outgoing traffic with a keen eye for potential issues in order to protect the well-being of students, staff, and the sanctity of the educational environment
- ✧ Create a positive and welcoming environment to our students, families, and guests by ensuring reception spaces are clean, welcoming, and informative
- ✧ Evaluate situations that involve other staff, students, parents, visitors, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolutions

## **STUDENT SUPPORT**

- ❖ Coordinate the efficient and safe movement of students during arrival and dismissal, including processing of late arrivals and communication surrounding dismissal or transportation changes
- ❖ Proactively engage with students in the attendance process to ensure students are safe, adhering to safety and dress codes, and maximizing their academic learning opportunities
- ❖ Manage the collection and maintenance of student, personnel, and school information such as receiving forms and paperwork, tracking missing forms, managing databases, keeping records current, etc.
- ❖ Aid in hallway management of students during school session

## **ADMINISTRATIVE RESPONSIBILITIES**

- ❖ Respond to inquiries from a wide variety of internal and external parties for the purpose of providing information, facilitating communication among department and/or providing direction as may be required
- ❖ Support Upper School Director for the purpose of assisting with administrative functions to make sure the Upper School operations are running smoothly
- ❖ Contribute to the school's seamless operation by maintaining open and proactive communication with faculty, staff, and visitors as well as families
- ❖ Provide general office support including coordinating schoolwide communications and notices, clerical and administrative duties, be the point of contact for facilities and office equipment inquiries; opening office and providing support for custom and high-level events; monitoring and ordering supplies, etc.

## **QUALIFICATIONS**

- ❖ Two years of administrative, customer service, operations, or relevant work experience in a school preferred
- ❖ A strong work ethic and preparation, organization, multitasking, flexibility, and solutions-oriented skills required
- ❖ Excellent verbal, written, and interpersonal communication skills required
- ❖ At ease with and communicates well with middle school and high school students
- ❖ A demonstrated capacity for collaboration, consistency and reliability, and calm composure under pressure
- ❖ Demonstrates high levels of professionalism and ability to handle sensitive and confidential material with poise
- ❖ Possess a growth mindset and an innate joy in serving families and students
- ❖ Proficiency in Google Workspace, MS Office, email, online calendar applications, and data entry
- ❖ Ability to learn new applications and software as needed
- ❖ Bachelor's degree preferred

The salary for this position starts at \$45,000, dependent on the candidate's experience and qualifications and starts on August 8, 2022. Lyceum Kennedy French American School is committed to providing our employees with a range of benefit offerings at a competitive value, including health and dental insurance, 401(k), commuter benefits and more. We also highly value formal recognition for positive contributions to the school.